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NFPA  
23607 Highway 99  
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## NFPA Joint Conference

April 19-21, 2013



The Joint Conference is just around the corner! Hopefully you have made plans to “Jazz Up the Rhythms of Leadership & Learning” with NFPA in New Orleans, and will be joining us for either Regulation, Leadership, Certification Ambassador, or a combination of the three. All three conferences are currently free to members of NFPA with the exception of lunches, and the Regulation Conference is open to non-members for a \$75.00 fee (not including lunch.)

The Regulation Conference takes place on Friday, April 19, 2013. It deals with many different topics related to paralegal regulation. We plan to begin with a review of the latest updates in paralegal regulation across the U.S. and Internationally, and will provide the basics of different types of regulation in various handouts. The general overview is followed by a review of legislative topics generally, and how they relate to regulation. This year we will incorporate an ethics topic from NFPA’s Ethics and Professional Responsibility Coordinator, Lynn-Marie Reveliotis. Local leader from the New Orleans Paralegal Association, Becky Rolland, will provide some insight into their efforts to build a paralegal section in the Louisiana State Bar Association. We will end up the day with the ever-popular Roundtable panel discussion, pulling everyone into the discussion with regulation veterans in attendance. Friday evening we coordinate a dinner location where locals and attendees from all of the Conferences are welcome to attend and network.

NFPA has room blocks at two hotels (when you call, let them know you are with NFPA)

### **New Orleans Downtown Marriott @ Convention Center**

859 Convention Center Blvd, New Orleans, LA 70130  
504.613.2888  
\$269 plus taxes per night  
Reservations must be made by March 28, 2013

### **Embassy Suites New Orleans Convention Center**

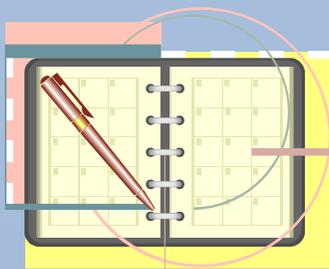
315 Julia Street, New Orleans, LA 70130  
504.525.1993  
\$209 plus taxes per night (Breakfast is included and it’s just a short walk to the Convention Center)  
Reservations must be made by March 19, 2013

**Please Visit NFPA’s  
2013 Corporate  
Partner’s Website:**



**Thanks to Center for Advanced Legal Studies for their continued support of NFPA!**

**CALENDAR**



**MARCH 8-9, 2013**

NFPA Region III Meeting  
Miami, FL

**APRIL 19-21, 2012**

NFPA Joint Conference  
New Orleans, LA

**APRIL 27-28, 2013**

NFPA Region V Meeting  
Clifton Park, NY

**MAY 3-4, 2013**

New York State Education & Leadership Conference & 25th Year Anniversary Celebration  
Saratoga Springs, NY  
*Presented by The Empire State Alliance of Paralegal Associations*

**MAY 4, 2013**

NFPA Region IV Meeting  
Harrisburg, PA

**MAY 4-5, 2013**

NFPA Region I Meeting  
Seattle, WA

**MAY 8-11, 2013**

2013 Equal Justice Conference  
St. Louis, MO  
*Presented by the ABA Standing Committee on Pro Bono and Public Service & The National Legal Aid & Defender Association*

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**CALENDAR**  
(CONTINUED)

**MAY 17-18, 2013**  
NFPA Region II Meeting  
Minneapolis, MN

**\*\* SAVE THE DATE \*\***

**OCTOBER 3-6, 2013**  
2013 NFPA Convention  
Hartford, CT



FOR MORE CALENDAR  
EVENTS, INCLUDING CLE,  
HEAD TO THE [NFPA](http://www.nfpa.org)  
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*Think Spring!*



**Time Saving Techniques –  
Why Reinvent the Wheel?**

By: Denise Sabuda Murphy, Goldberg Segalla LLP  
NFPA Editorial Coordinator



Time management is essential to our job. In one way, shape, or form we have all been exposed to ways we can manage our time more efficiently, be more productive and bill more hours.

But what about taking a different approach – time saving techniques? We have at our disposal a myriad of references and information. Instead of re-inventing the wheel, create “shortcuts” if you will. Streamline your daily procedures.

For instance, in coordinating commercial eviction matters, I created a spreadsheet of each town or city in which a proceeding was filed, including court contact information, dates of hearings, filing costs and website. It is color-coded by county. When another matter comes up in that same jurisdiction, the work needed to contact the court for their procedures is eliminated. The same goes for service of warrants. Once a particular sheriff’s office is contacted to determine service requirements, that information gets added to the spreadsheet, again color-coded by county (I’m a visual person at heart).

Another example is the checklist I created for real estate closings. It lists items normally required during a closing from start to finish. In the event a new or unusual issue comes up, it gets added to the checklist. In addition, having a spreadsheet of area county clerks containing contact information and filing fees is very handy. No need to make unnecessary or repetitive work.

Internet favorites are also very helpful. Once I had to look up tax information for a parcel of property. I saved the site in my favorites, so I never have to Google it again. And boy do I use it a lot! My favorites are also very organized. I created folders for courts (federal, state and local), county clerks, real estate forms, process servers – all things that I use on a regular basis. Eliminating repetitive tasks from time to time frees you up to complete other timely tasks that may need your attention.

I created a step-by-step user “cheat sheet” for a document management program on which I have trained many co-workers, including attorneys. Having it written down provides easy access, saves me from having to remember everything, and also saves me time from always having to look information up in the event questions are asked of me.

Use a binder or Outlook contacts to create and maintain up-to-date checklist for common tasks or new tasks that you learn – so you can recall the necessary steps when called on to perform the task again.

Do you do electronic filings in various courts? Keep a list of your attorney’s log-in information for each court. Or better yet, add each to your contacts. That way the information is just a click away.

Always having a notepad handy is very helpful. Being able to write assignments down or notes from a telephone call is a great way of having a written reference book. You also never know when an attorney will start spouting instructions at you. Having things in writing saves you from having to remember and prioritize.

Create organizational tools that best suit you. Spreadsheets and checklists can be your best friends. Remember, saving a moment here and there can really add up and increase your daily productivity.

**Questions? Comments? Suggestions for Articles?**

Please contact NFPA Editorial Coordinator Denise Sabuda Murphy at [editorial@paralegals.org](mailto:editorial@paralegals.org).